

CTG ADMINISTRATIVE ORDERS



1 of 1

SECRET

25 October 1946

R.P.

25X1A

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

ILLEGIB

INVENTORY OF NON-EXPENDABLE PROPERTY

1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, missions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:

- (1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;
- (2) To establish property accountability at all installations within this Agency in accordance with an Administrative Order to be issued pertaining to the accounting for public property within C.I.G.

2. Office and Branch chiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the Branch Supply and Property Officer, and will be referred to as such in this and subsequent directives.

3. The Branch Supply and Property Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the Responsible Offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

4. The Chief, Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 30 October 1946 at which detailed instructions regarding the 1 November 1946

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25 October 1946

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inventory will be given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

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 25-1000/99-1000
 CIG to ...
 copy no. 24

SUBJECT: Inventory of Non-Expendable Property
 TO: Branch Chiefs, Headquarters, CIG, Washington, D. C.

1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, missions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:

(1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;

(2) To establish property accountability at all installations within this Agency in accordance with ^{AN}Administrative Order No. ^{TO BE ISSUED} , pertaining to the accounting for public property, ^{WITHIN C.I.G.} ~~which is now being published.~~

^{OFFICE AND} 2. Branch chiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the branch Supply ^{AND PROPERTY} Officer, and will be referred to as such in this and subsequent directives.

3. The branch Supply ^{AND PROPERTY} Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate

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inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the ^{RESPONSIBLE} ~~using~~ offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

4. The Chief, Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held ³⁰ ~~25~~ October 1946, at which detailed instructions regarding the 1 November inventory will be given.

For the Director of Central Intelligence

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Concurred in
by [REDACTED]
on 10/16/46 by
telephone.

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(Sgd) [REDACTED]

*Deputy Executive for Personnel
and Administration*

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : [REDACTED], Chief of Services, 227 Adm. Bldg DATE: 21 October 1946

STATINTL

FROM : [REDACTED] Property Board

STATINTL

SUBJECT: Inventory of Non-expendable Property.

STATINTL

1. I am forwarding a corrected copy of the memorandum which we discussed last Friday. I believe paragraph 2 in the attached memorandum will take care of the questions which you had regarding the establishment of accountability at the Branch level. These corrections have been coordinated with [REDACTED] and it is his desire that it be forwarded to you for review and in turn forwarded to [REDACTED] for final approval.

STATINTL

2. After the above action has been taken I believe it is [REDACTED] desire that this memorandum be returned to him for publication.

STATINTL

[REDACTED]
Major, QMC
Acting Chairman
Property Board

STATINTL

OSS Form 1084b

DATE 21 October

TO: [REDACTED]

Attachment:

This, I believe, is
OK.

The office of the
ADSO will still
have to designate
the Prop & Supply
officers, as I outlined
in my former
memo.

FROM: J-D

CONFIDENTIAL

21 October 1946

SUBJECT: Inventory of Non-Expendable Property

TO: Office, Branch, and Division Chiefs, Headquarters, CIG,
Washington, D. C.

1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, divisions, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is twofold:

(1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;

(2) To establish property accountability at all installations within this Agency in accordance with an Administrative Order to be issued pertaining to the accounting for public property within the Central Intelligence Group.

2. Normally, accountability will be established at the branch level; however, this is not mandatory. The organizational structure of the office, and its subordinate units (branches, divisions, etc.), should be the primary factor in the determination of the accountability level.

3. After the accountability level has been established, office, branch, and/or division chiefs will take immediate action to effect the appointment of an accountable officer for their respective units. The name and office extension of the individual designated as the accountable officer will be forwarded to the Chief, Property Control Section, Room 235 South Building, or or before 25 October 1946. The accountable officer

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for an office, branch, or division will be known as the Unit Supply and Property Officer, and will be referred to as such in this and subsequent directives.

4. The Unit Supply and Property Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate inventories should be taken in each office by the Unit Supply and Property Officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the responsible offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

5. The Chief, Property Control Section will contact all Unit Supply and Property Officers to notify them of the time and place of a meeting, scheduled to be held 28 October 1946, at which time detailed instructions regarding the 1 November inventory will be given.

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MEMORANDUM

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18 October 1946

TO :

FROM :

1. The basic principles laid down in the attached memorandum are concurred in.

2. However, the terms used in paragraph 2, i.e.: office and branch are ambiguous to the people who will be charged with performing the inventory.

3. I do not believe it practical for the Director, Office of Special Operations to designate one Supply & Property Officer for the entire OSO, or if he did it would be, in my opinion a full-time job. PSD is not set-up at present to perform any such function.

4. It is therefore recommended that a Property & Supply Officer be designated for each of the following by the Executive for Administration, OSO.

- a) Administration Building (at present Colonel Pruden)
- b) Each Foreign Branch
- c) Registry
- d) Dissemination Branch
- e) Special Projects Branch
- f) ADO
- g) Office of Chief "A" Deputy

5. At such time as organization is stabilized then perhaps one person could take over the Property & Supply job for OSO.


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*The Supply ~~man~~ people in Projects Support, Div will do this for the **SECRET** office of Special operations*

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TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

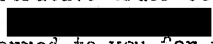
CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
x Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION			10/17/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			
	x		

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___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

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REMARKS: The attached draft of an Administrative Order covering property inventory has been cleared with . He has requested that the order be referred to you for written clearance and approval. Kindly return to me at your convenience.

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~~CONFIDENTIAL~~DRAFT

Copy No.

SUBJECT: Inventory of Non-Expendable Property

TO: Branch Chiefs, Headquarters, CIG, Washington, D. C.

1. As of 1 November 1946 a complete physical inventory of all non-expendable supplies and equipment on hand and in use at all offices, branches, ~~missions~~, and other operating installations under the jurisdiction of this Agency will be taken. The purpose of this inventory is two-fold:

(1) To effect the transfer of accountability for all property now in the possession of the Strategic Services Unit from the War Department to the Central Intelligence Group;

(2) To establish property accountability at all installations within this Agency in accordance with ^{AN} Administrative Order ~~to be issued~~ ^{to be issued} ~~within C.I.G.~~ ^{within C.I.G.} ~~which is now being published.~~

OFFICE AND

2. Branch chiefs will take immediate action to effect the appointment of an accountable supply officer for their respective branches and will furnish the name and office extension of the individual so designated by them to the Chief, Property Control Section, 235 South Building, on or before 21 October 1946. The accountable officer for the branch will be known as the branch ^{+ PROPERTY} Supply Officer, and will be referred to as such in this and subsequent directives.

3. The branch ^{+ PROPERTY} Supply Officer will be responsible for inventorying all non-expendable supplies and equipment on hand and in use within the branch to which he is assigned on or before 1 November 1946. Separate

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inventories should be taken in each office by the branch supply officer, and upon completion of these inventories, a consolidated Inventory Report on WDAGO Form No. 444, Inventory Adjustment Report, will be prepared in triplicate to include all property in the possession of the ^{RESPONSIBLE} ~~branch~~ offices and individuals within the branch. Two copies of the Inventory Report will be forwarded to the Chief, Property Control Section, 235 South Building, on or before 5 November 1946.

4. The Chief, Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 23 October 1946, at which ^{time} detailed instructions regarding the 1 November inventory will be given.

Forward to Director of Property Control Section:

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Consented in
by [redacted]
on 10/16/46 by
telephone [redacted]

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[redacted]

[redacted]

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25 October 1946

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CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDERINVENTORY OF NON-EXPENDABLE PROPERTY

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4. The Chief, Property Control Section will contact all branch supply officers to notify them of the time and place of a meeting, scheduled to be held 30 October 1946 at which detailed instructions regarding the 1 November 1946

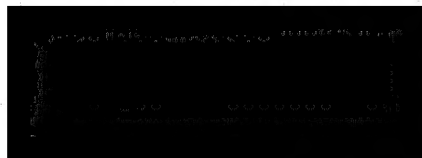
25 October 1946

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inventor will be given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

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25 October 1946

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CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDER [REDACTED]INVENTORY OF NON-EXPENDABLE PROPERTY

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25 October 1946

-2-

inventory will be given.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

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